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CENTRAL INTELLIGENCE AGENCY
INFORMATION REPORT

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25 YEAR RE-REVIEW

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Communist Party

1. A great majority of the approximately 1,060 employees of the Ministry of Agriculture were CP members; only about 8-10% were not. Those who were not were mostly young people, the greater part girls under 18 years old, who, for that reason, could not be Party members. They could be, however, members of the Czechoslovak Youth Union (CSM). The other employees who were not members of the CP were specialists, who had been with the Ministry or working in related fields for a long time, and were retained in their positions because of their qualifications and impossibility of replacement; about 20% of the total number of specialists in the Ministry fell into this category.
2. The CP was the only party which had an organization within the Ministry. It is possible that some of the employees who did not belong to the CP were members of other Czechoslovak parties. Prior to World War II the largest representation of a political party in the Ministry was the Agrarian Party; the next largest groups of people were the independents (not members of any party) and those belonging to the Czechoslovak National Socialist Party. Between 1945 and February 1948 most of the employees of the Ministry were independents, 20-30% of the employees were members of the Czechoslovak National Socialist Party.

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At that time (1945-1948) 8-10% of the employees were known CP members, but it became apparent in February 1948 that the percentage of members was actually higher. In 1953,

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about 15% of the employees who were members of the CP were fanatic Communists; about 10% of the CP members were obligated to the regime and were, therefore, dangerous; about 20% were old CP members who had been disappointed in the regime but were not permitted to withdraw their membership. The remaining 55% were forced to join the Party after the Communists seized power. Shortly after 1948 all employees (mostly the functionaries of other parties) declared by the Action Committee to be incompatible with the regime were dismissed. A number of employees were forced to retire; others were fired outright. The remaining employees, with the exception of members of the Czechoslovak Social Democratic Party, were recruited as candidates for the CP under threat of losing their jobs or persecution for various political reasons. Shortly thereafter members of the Czechoslovak Social Democratic Party were asked to accept, under identical threats, membership in the CP. Some of these employees, who were forced to sign the CP application form, were not admitted into the CP because of their social origin, e.g., they were related to large farm owners. This forced recruitment into the CP continued from the end of February 1948 until the beginning of 1949. Then the policy was gradually reversed; in opposition to the forced recruitment the policy was to remove certain Party members and to refuse to grant Party membership to candidates, most of whom had been forced to apply for membership. By the end of 1952 the policy was that only those people could become CP members who were "politically qualified", i.e. the "distinguished" workers, and the young people who had been recommended for CP membership by the Czechoslovak Youth Movement. Between 15 and 20% of the CP members in the Ministry were assigned a function either with the Party organization or with the Revolutionary Trade Union (ROH). Of these functionaries about 10% were fanatics, 30-40% were old CP functionaries who had been disappointed by the regime but continued to perform their routine duties, and the remainder were merely faking their interest in functions performed.

3. The CP members were organized in the CP Plant Organization of the Ministry of Agriculture. Prior to 1952 every employee of the Ministry who was a CP member had to participate in the activities of both the Plant Organization of the Ministry and his local CP organization; he paid dues only to the Plant Organization and attended political schooling with this organization only. This practice was changed during 1952; subsequently, every employee who was a CP member belonged only to his Plant Organization; this was a general policy throughout Czechoslovakia. The local CP organizations included the remaining CP members; as a result, the number of local CP organizations decreased because each covered a larger area than previously although it had approximately the same number of members. The CP Plant Organization within the Ministry was subordinate, as was every plant organization, to the CP district organization. In the case of the Ministry of Agriculture it was the CP District Organization of Prague 3 which corresponded to the District (Obvodni) National Committee, Prague 3. (Prague 3 was formed by combining parts of the former Prague I, II, X zones.) In propaganda matters, the CP Plant Organization of the Ministry dealt directly with the CP Central Committee.
4. The CP organization within the Ministry consisted of seven branch organizations, each of them having 100-130 members. The official title of a branch organization, for example, was CP Plant Organization, Ministry of Agriculture, Branch Organization #3. Each branch organization consisted of several groups; each group included 25-30 members which might include one or two groups of persons whose jobs in the Ministry were in the same working unit.

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5. Each group was headed by a chairman who was elected by the members of the group to serve for one year. His name was submitted for approval to the executive committee of the Plant Organization. (According to the general policy of the CP, the "election" of a functionary of an organization was submitted for approval to the executive committee of the next superior organization.) The chairman of each group not only represented the members of his group, but also controlled and guided them. He observed the members at work, both their efficiency and their political behavior, and submitted his findings to the cadre official concerned, and also to the branch organization. The chairman paid particular attention to how the employee fulfilled the working plan, his relationship with his fellow workers, subordinates, and supervisors, and how active he was during the meetings. When the chairman was not a dyed-in-the-wool Communist, he tried to help the employee, for example he would contact a friend of the employee to find out about the employee. In addition to the chairman, there was an agitator who was responsible for the political program of the meetings and who served as an aide to the chairman, a clerk who recorded the meeting's proceedings for submission to the branch organization, a dues clerk who assisted the branch organization cashier, a "newspaper man" (Novinar) who saw to it that the members of the group subscribed to the CP publications and that all Communistic publications were distributed among the non-Communist employees, and a functionary who was in charge of the bulletin board of the group for posting various CP slogans, political news, and pictures of Communist life.
6. A meeting of each CP group, as well as a meeting of each ROH group, was held every two weeks; this meant that employees in the same working units had to attend a meeting each week. These meetings were usually held before work and were supposed to take from 10 to 15 minutes, but they actually lasted much longer, thus consuming time which should have been devoted to work. The program of the CP group meetings consisted of a lecture on current political events by one of the group members, followed by a discussion of the attitudes and cooperation of various members of the group; at the same time, these members were reprimanded. The member had the right and duty to "defend himself" (Communist self-criticism).
7. In addition to these two meetings, the working units belonging to the same groups held a meeting every two weeks to discuss the working plan. Here the fulfillment of the plan was discussed and measures were decided to make up for its non-fulfillment, also, preparation of the plan for the next two-week period. The working plan for the Ministry of Agriculture was always set up for a three-month period. This plan determined only the main tasks of departments and main administrations; for instance, usually only three general points were set down for the accounting services: payroll, accounting of expenditures and receipts, inspection of subordinate units. This plan was broken down within the individual departments of the main administrations to the last detail. Theoretically, the working plan was to be set up so that each employee was to submit a plan for his own work or unit, if he was a supervisor, to his superior who approved and coordinated it within his group. In practice, the supervisor, himself, usually set up the plan according to his experience, and discussed it formally in the meetings of the working units. Afterward, he submitted the plan to his supervisor and this pattern was followed until the plan reached the chief of the department or main administration, who discussed it with the chiefs of individual branches of his department or administration. The plan was forwarded to the Planning Section (in the Main Administration for Material Supplies), which organized all the individual plans as they came from the departments and main administrations and prepared them for the collegium of the Ministry. This was a meeting of the minister, deputies, chief accountant, and chiefs of departments and main administrations. After the collegium had approved the plan, it was published as the official working plan of the Ministry.

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8. The branch organization was headed by an executive committee, usually six or seven members, with a chairman. The chairman and the members of the committee were elected annually at a plenary meeting of the branch organization. The members of the committee had the same functions as listed above (paragraph 5); in addition, there was a welfare functionary, labor brigade functionary, and a cashier. One member of the committee, usually the deputy chairman, was charged with the liaison between the branch organization and the chairmen of the individual groups. Each functionary of the branch organization supervised the activities of his counterparts in the groups. (The type of activities of the branch organization functionaries were called, in Communist terminology, "delegation and securing of tasks".) Members of the branch executive committee also instructed and acted as liaison between their committee and the groups; one member of the branch committee was assigned to one group. This member had to be present at plenary meetings of the group. The chairman of the branch organization acted as liaison between his organization and the executive committee of the CP Plant Organization.
9. The CP branch organization had a plenary meeting every month. The meeting, held after working hours, opened with a lecture on current political news, either international or domestic, by a member who had been assigned the task the week before by the chairman of the branch organization committee. A discussion followed this lecture. Next, the executive committee reported on the past month's activities and presented a brief survey of future activities. Then the attitudes of individual members was reviewed and any discussion concerning removals of members from the CP was held. Such proposals had to be approved by the CP Plant Organization before the member could be officially removed.
10. Political schooling (called "year of political schooling" although it was actually something less than a year) on various levels was organized by each of the branch organizations for its members in groups of 10-15 persons. The lectures were conducted by members of the branch organization who had completed a special course organized by the executive committee of the CP district organization. The school was held in the Ministry building every two weeks for two hours after work. The instructor had one assistant who recorded the attendance, called the meetings, and recorded the minutes. Each session usually consisted of a lecture on political topics by a student followed by a general discussion, or a lecture on Communist theory given by the instructor. The sessions were periodically visited by the members of the branch organization executive committee. The final session of the course was devoted to criticism and self-criticism of and by the students and instructors, followed by a critique by a member of the branch organization committee. The students then could state whether they desired to remain in the same course or proceed to a higher one. An additional course was scheduled at the end of the regular courses for those from throughout the Ministry who had been frequently absent during their scheduled course. Starting in 1952, those who were not members of the CP, but whom it wanted to honor with a special favor, were invited to participate in the course. The true purpose was to ascertain which persons would qualify as future candidates for CP membership. After the courses were finished, each branch organization prepared a summary of the results of all courses given within the groups; a summary covering all the courses in the Ministry and an evaluation was made by the plant's CP organization in a plenary session.

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11. From time to time, within the CP branch organization, special meetings of functionaries performing the same type of duties were held, e.g., all agitators; a meeting of this type was called an "active" (Aktiv) meeting. Such a meeting of agitators was called by the agitator of the branch organization committee for the purpose of briefing group agitators. Similar meetings were held for the functionaries of the shop councils also.
12. The CP Plant Organization was headed by an executive committee directed by a chairman. The committee and chairman were elected annually in a plenary meeting of all CP members in the Ministry. The list of candidates was made up on the basis of suggestions made by the groups through the branch organizations. The Plant Organization executive committee had 10-15 members. Functionaries of the committee were elected by the committee members; they performed duties similar to those performed by functionaries in the branch organization. The Plant Organization had an office (secretariat), where two typists were employed. Liaison between the Plant Organization and the CP district organization was performed by a so-called instructor, who was a member of the district organization executive committee.
13. Plenary sessions were called every two months by the CP Plant Organization for members of the CP in the Ministry. At each meeting there was a lecture on current political events, a survey of the activities for the preceding two months, and an outline of proposed activities; the essential part of the program, however, was the critique of the activities of the branch organizations. The expulsion of members from the Party, as proposed by the branch organization, was approved at this meeting; only in rare cases was a member expelled from the Party without the recommendation of the branch organization.
14. From time to time meetings were held for CP functionaries with the same type of duties. The purpose of these meetings was similar to those held within the branch organization or within the shop council. A representative of the executive committee of the district CP organization always attended these meetings.

Revolutionary Trade Union

15. The Revolutionary Trade Union (ROH) within the Ministry was organized in the same manner as the CP, but included all employees of the Ministry whether they were CP members or not. The CP used the ROH for better control of the employees and for better enforcement of all Party measures; the unpopular measures of the Party were presented to the employees as measures introduced by the ROH, e.g., the organization of labor brigades and obligatory attendance at various political demonstrations. Because of this, it was very difficult to delimit the prerogatives of either the CP or the ROH.
16. The members of the ROH were organized in groups; each group included one or two working units of employees (the units were the same as in the CP group). The group was subordinate to a shop council composed of several groups; there were seven shop councils in the Ministry. The shop councils were controlled by the Plant Council, which corresponded to the Plant Organization of the CP. In accordance with its original purpose, like any trade union organization, to protect the employees against the employer, this body influenced, to some degree, the personnel policy of the Ministry, but this role was rather restricted. The Plant Council was asked for its opinion whenever an employee was to be hired, fired, promoted, retired, or recommended for a reward. These matters were not submitted to the council for approval, but only for comment; when the council did not agree with the personnel branch, a "compromise" was reached. When the personnel branch did not want to fulfill a request of the employee, the refusal was blamed on the Plant Council.

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17. The Plant Council had an office in the Ministry where a secretary and a typist were employed. The ROH had functionaries corresponding to those of the CP organization. In addition, there were functionaries for the socialistic competition movement and representatives for national insurance.
18. In connection with the Plant Council, there was a commission for national insurance (health and retirement), composed of six or seven members including a representative of the personnel branch, one from the cadre section; several from the Plant Council, and one accountant. The main purpose of this Commission was to pay sickness benefits to the employees of the ministry. These activities had formerly been performed by the National Health and Retirement Insurance Organization; however, later on, the activities of this institution concerned with sickness benefits as well as decisions on the amount of pensions employees were entitled to receive were transferred to the plants and government offices. In each ROH group there was an employee who, in addition to his regular duties, was assigned as the representative of national insurance. He was a functionary of the ROH and was supervised by the Plant Council and by the commission. His task was to contact employees absent from work due to sickness, and to assist them; in practice, however, he was to encourage them to return to work.
19. Plenary meetings were held every two months by the Plant Council for the members of the ROH. The program of this meeting was similar to the program of the shop council meeting. In addition there were meetings of ROH functionaries similar to those for CP functionaries (paragraph 14). The Plant Council organized from time to time courses to brief all the employees of the Ministry on the organization of the Ministry.
20. The shop council arranged plenary meetings every three months, where discussions were held of such "trade union" problems as labor brigades, national insurance, absenteeism, punctuality in reporting for work, recreation, and vacations. Courses were organized within each shop's council; the courses took the form of additional training in the employees' fields, lectures on experiences of the Soviet agricultural administration, or briefings on the work of other offices of the Ministry. In these courses, discussions were an essential part of the program. The students were divided into groups. Classes were held every two weeks before work. Specialists both from the Ministry and outside served as instructors, but frequently the specialists were not as well qualified as they had been presented by the trade union.
21. The program of the ROH group consisted of a lecture on current political events. This was followed by discussions of brigades or social commitments and competitions and questions pertaining to the work of the employees.

The Czechoslovak Youth Union

22. The Czechoslovak Youth Union (CSM) also had organizations in the Ministry, but it was not divided into as many departments as was the CP and RCH. The Czechoslovak Youth Union held frequent meetings and courses for its members.

Union of Czechoslovak-Soviet Friendship

23. The Union of Czechoslovak-Soviet Friendship (Svaz ceskoslovensko-sovetskeho pratelstvi-SCSP) at the Ministry of Agriculture was organized in a manner similar to the CP and ROH. This organization was rather passive, however; its activities were restricted to plenary sessions and the organization of exhibitions of Soviet books and courses in the Russian language. These courses were on a voluntary basis.

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Classifications of Employees of the Ministry of Agriculture

24. Of the about 1,060 employees in the Ministry of Agriculture, approximately 54% were men. Twenty-five per cent of the employees were under 30 years old, 45% from 31-50, and the remainder over 50. In the youngest group there were more women than men, but there were more men than women in the other categories. Approximately 15% of the employees had had university training, most of these were agricultural engineers; in addition some 25% had attended a gymnasium or had similar training. Of the total number of employees 25-30% were specialists, the greater number in the field of agriculture, followed by accounting officials; least in number were lawyers. Nevertheless, only a small number of specialists held leading positions. Of the 1,060 employees, about 20% were in supervisory positions on various levels--department, main administration, branches, sections, sub-sections, and groups; 20% were auxiliary employees such as laborers and other non-professional employees; the remaining 60% formed the working staff, or professional employees of the Ministry. As a result of the CP personnel policy, the percentage of supervisory employees was far too high. A number of members of workers' cadres were brought to the Ministry and assigned to leading positions, even when unnecessary positions had to be created just for that purpose. The first "worker cadre" employees came to the Ministry in 1950, but the greatest number in 1951 and the beginning of 1952, mainly as replacements for those employees who had to leave the Ministry in accordance with the government decree (77,000 administration employees transferred into production). About 60% of the employees of the Ministry of Agriculture were new, i.e., arrived after February 1948.

Pay

25. The lowest monthly salary paid to an employee of the Ministry was less than 300 crowns (post-currency-reform); the highest salary was paid to the Minister, 5,000 crowns net. The chief accountant received about 3,200 crowns per month. The average salary ranged from 600 to 700 crowns per month net. The majority of the employees were classified within a salary scale of eight grades, from I-VIII, according to their primary duties. (The employees in Grade IX were paid more; within this grade the salaries were individually determined). The salary for employees in Grade VIII was 1,300 crowns gross. In addition to their basic salary, employees received a monthly bonus (funkcni pridavek) when they performed duties with more responsibility than was required in the routine work within their own particular grade group. The maximum for a monthly bonus was 300 crowns. Employees were also entitled to overtime pay, 1/200 of the monthly basic salary per hour, but those employees who received a monthly bonus were not paid for overtime. Of the total basic quarterly salary expenditures for all classified employees of the Ministry, the total quarterly bonus plus the quarterly overtime pay could amount to a maximum of 15%, 10% for the quarterly bonus and 5% for overtime. Until 1953, salaries of all government employees were paid in full on the first day of the month for that month. Starting in 1953 and continuing throughout the year, this policy of advanced payment was gradually changed over to payment for past work. From about the beginning of 1953, salaries were paid bimonthly (the first payment was called "advanced salary"). These two changes were introduced in order that salaries for administrative employees would conform with factory workers' salaries, and to decrease the amount of necessary ready cash at the State Bank. Throughout Czechoslovakia all salaries and most wages were paid on a bimonthly basis; this did not mean that all salaries were paid on the same days.

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Controls Over Employees

26. As can be easily seen from the preceding, employee organizations in the Ministry served the primary purpose of exercising complete control over each employee. While it was the duty of the supervisor of the working unit to observe the morale and the efficiency of all employees of the unit, the chief of the section and particularly the chief of the branch had to observe the political attitude of each employee under them. Actually this was their primary task, and therefore, most supervisory employees, especially chiefs of branches, were devoted Party members, and the majority were from the workers' cadres. Each supervisor, each chief of a section or a branch, as well as the chairman of the CP group had to submit his opinion on any employee under him to the cadre section¹ when requested. The morale of the employee as revealed by his actions, etc., was noted at meetings of the working unit. The attitude of the employee toward his work was discussed at meetings of the ROH and at the plenary meetings of the CP groups, occasionally at the meetings of the branch organization or shop council, or one of the whole Ministry. The attitude of each employee toward his work was also discussed at the meetings held by the branch chief for his section chiefs.
27. For inefficiency, i.e., failure to fulfill the working plan, an employee was reprimanded by his immediate supervisor during the meeting held to discuss the working plan. When failures in the non-fulfillment of the working plan were considered serious, the employee was reprimanded by the branch chief through the section chief or, in even more serious cases, the employee had to report to the chief of the branch. On recurrence of failure or when grave failures were involved, the employee was reprimanded in plenary sessions of the shop council or the Plant Council. When the employee was reprimanded in a plenary session, or whenever the chief of branch considered it necessary, a report to that effect was placed in the employee's cadre file. Usually the employee was called to the cadre section where he was reprimanded and, in serious cases, measures were taken against him, e.g., loss of salary, deferment of salary increase, or dismissal. When it appeared that sabotage or embezzlement was involved, it was reported to the civil police. When there was a possibility that a CP member would be released on such grounds, he was always removed from the Party so that a CP member would not be tried in court.
28. In addition to being subjected to observation by the Cadre Section, and supervisors, the employee was subjected to various schemes set up to force him to participate in regime activities and ultimately result in testing his political reliability.
- Obligatory attendance on the part of all CP members was required at all meetings and all courses of the CP organization within the Ministry. All employees had to attend all the ROH meetings and courses as well as meetings of other groups within the Ministry to which they belonged.
 - Not only did the employee have to attend the meetings and courses but he had to participate in discussions and to make speeches.
 - If not a functionary of the CP, ROH or other organizations, the member might be called upon occasionally to perform some function; he could not refuse. The number of functionaries in all the organizations was extremely high. The policy was supposed to be that each employee served as a functionary in only one organization.

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- d. In addition, the employee was required to attend political lectures and meetings outside the Ministry. A working unit was assigned a certain number of tickets for each meeting or lecture; there were always checks to see if the required number of employees had attended.
- e. The employee was required to attend Communist-inspired films and stage performances. Each working team had to purchase a certain number of tickets. Usually most of the tickets for non-Communist films or plays were distributed among national enterprises and government offices; but the employee could buy such tickets only when he bought, at the same time, one or more tickets for films or plays embodying Communist doctrine. Almost invariably a Communist lecture was given prior to the performance of a non-Communist play or concert.
- f. The employee was required to read CP publications including the daily newspaper Rude Pravo (Prace was not considered a substitute for Rude Pravo), and Tvorba, the principal weekly publication. The "newspaper man" checked to see whether the employee read these publications.
- g. From time to time everyone had to contribute money for various political purposes. From the beginning of 1952, a monthly contribution for Korea was collected; during 1952 this contribution amounting to 1% was automatically deducted from the employee's salary. It was also required that part or all of the money received in lieu of unused leave be contributed for this purpose. The final major item purchased with money from the Korea fund was an ambulance bought in September 1953.
- h. The employees were required to sign petitions prepared by the CP and the ROH. These petitions might concern Ministry matters only or pertain to matters affecting the country as a whole (in such cases, the employee was forced to sign twice, at the Ministry and at home).
- i. At the various plenary meetings, the employee was required to vote his approval of motions proposed by the presiding committee. For instance, in the summer 1951 after DURIS had been removed as Minister, at the plenary meetings of the Plant Council, a motion was voted for the disapproval of his agriculture policy.
- j. The CP members' dues were not deducted from their salaries but collected by an individual, which provided the opportunity for him to check on the members' willingness to pay the dues.
- k. The employee was required to participate in all official Communist demonstrations - such as May 1, Labor Day, the "February March" (the Communist coup). On such days, all employees reported to the Ministry where they were lined up into formation; each row was assigned a leader who was responsible for the attendance of the employees in his row throughout the demonstration. The leader was given a list of those who were to be in his row; he decided who was to carry what type of flag or slogan. After the formation was organized, the building was checked for non-participants.

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1. The employee was required to participate in labor brigades. The Plant Council assumed the responsibility on behalf of the Ministry of furnishing, on a continuing basis, assistance to a particular agricultural cooperative or state farm. This assistance was furnished by employees of the Ministry who worked for a week or two at the agricultural cooperative. The other employees in the same working unit had to absorb the work of the employee assigned to the labor brigade. In addition to these "long-period" brigades, there were also "short-period" brigades; the employees worked during the weekend on an agricultural cooperative, farm, or public works project. All labor brigades were organized by the Plant Council.
29. If an employee was considered lax in fulfilling these duties, he was reprimanded. Typical examples of laxness: repeated absence from meetings plus little or no participation in discussion at meetings; carelessly prepared lectures assigned for presentation by the Party; negligence in attending the various stage and screen performances arranged by the Party; failure to contribute enough to the various collections (failure to contribute at all meant a transfer from the Ministry to a lower position of a subordinate organization); failure to take duties seriously or perform them punctually. In case of a slight violation of Party or trade union discipline, the employee was reprimanded by the chief of the group or by the functionary concerned. In more serious cases he was reprimanded by the chairman of the branch organization committee of the shop council or by the functionary concerned. Grave violations or repeated violations were discussed in the executive committee, branch organization, or shop council executive or committees in the plenary sessions of the branch organization or shop's council. Violations of the most serious type were taken up by the Plant Organization or Plant Council executive committees and/or in the plenary meetings of those two groups, and the employee was reprimanded. The most serious punishment for Party members was dismissal from the Party. If the guilty member was reprimanded by the chief or functionary of the group, or the chief of the branch organization or shop council executive committee or functionary of either of those, he was not reported immediately to the cadre department. But a reprimand by higher authorities was reported to the cadre department. The general attitude of the employee, as well as his transgressions, was reported to the cadre section whenever the employee was screened by the cadre department. Thus the employee's political attitude, his transgressions against the CP or ROH, were considered by the cadre section in forming its judgment of the employee which determined his position within the Ministry.

Typical Schedule of "Extracurricular" Activities for Communist Employees of the Ministry of Agriculture for One Month

30. The following is a typical schedule of activities in which an employee of the Ministry (also a member of the ROH and CP) would have to participate in addition to doing his regular job.

First Week

Monday	0645-0830	ROH schooling.
Tuesday	0700-0800	Meeting of CP members in working units ("Meeting of 10 Minutes").
Wednesday	0730-0830	Meeting of working units to discuss the working plan.
	1615-2000	(or longer) Meeting of the supervisors of a branch.

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Thursday	1400-1700	Meeting of supervisors of a department or main administration to discuss the working plan.
	1615-1850	CSM schooling.
Friday	0715-0800	Meeting of the working unit to discuss current work problems.
	1615-1900 (or longer)	Plenary session of CP branch organization.
Saturday	Afternoon	Labor brigades.
Sunday	All day	Labor brigades.
Second Week		
Monday	1615-1700	Plenary session of the SCSF branch organization.
Tuesday	0700-0800	Meeting of the ROH in working units to discuss current political events ("Red Circle").
Wednesday	1615-1815	CP schooling.
Thursday	0645-0745	Plenary session of shop council.
Friday	0700-0745	Meeting of CSM members of a working unit.
Saturday	0700-0745	Meeting of working unit to discuss the working plan.
	Afternoon	Labor brigades.
Sunday	All day	Labor brigades.
Third Week		
Monday	0645-0830 (or longer)	ROH schooling. Meeting of all functionaries with the same type of duty of the whole Ministry.
Tuesday	0700-0800	Meeting of CP members of working units.
Wednesday	0730-0830	Meeting of working unit to discuss the working plan.
Thursday	1400-1700	Meeting of chiefs of a department or main administration to discuss the working plan.
	1615-1900 (or longer)	CSM plenary session for members throughout the Ministry.
Friday	0700-0800	Meeting of working unit to discuss current working problems.
	1615-2000	Plenary session of CP Plant Organization.

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Saturday	Afternoon	Labor brigades.
Sunday	All day	Labor brigades.
Fourth Week		
Monday	1615-1700	SCSP plenary session for the whole Ministry.
Tuesday	0700-0800	"Red Circle"
Wednesday	0700-0800	Meeting of all CSM members of a working unit.
	1615-1815	CP schooling.
Thursday	1630-2000	Plenary session of Plant Council.
Friday	0700-0800	Meeting of working unit.
Saturday	Afternoon	Labor brigades.
Sunday	All day	Labor brigades.

31. In addition to this rigid schedule, the following activities were required of some employees:
- Five times during a month about eight employees (CP members) of the Ministry had to attend the lectures given in the Marx-Lenin Institute (Poradny a studovny marxismu a leninismu) at Celetna Street 13, Prague. Those who attended had to give a report on the lectures to the executive committee of the branch organization or to a plenary session of that group. The functionaries of the branch organization executive committee were required to attend each of the lectures.
 - A meeting of all agitators and group chairmen was held at least once every two months at the district CP organization.
 - There was a meeting of members of the branch or Plant Organization executive committees each week. This was true also of ROH executive committees of the Plant Council and shop councils. CSM executive committee held a meeting once every two weeks, the SCSP executive committee members once every month.
 - Approximately 150 employees of the Ministry had to attend farewell parties for workers of cooperatives or state farms who went to Prague for recreational purposes by the Ministry of Agriculture.

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